

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1042

PAGE
NO. 1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
MEDICAL CARE PROGRAMS

Management Unit - Division of
Management and Fiscal Services

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>Personnel Activities Files</u></p> <p>A. Program Personnel Roster by CY quarter, listing Program ID, project, name, classification & PIN</p> <p>B. DHMH-8840 personnel forms and back-up papers on new, old, and abolished positions for program personnel.</p> <p>C. Organization Charts and updates to include mission, functions, and tasks as data for organization manual.</p> <p>D. Program organization policy and correspondence.</p> <p>E. Vacancy reports by month by CY and supporting back-up papers to include DHMH 2714 and DHMH 2715 forms.</p> <p>F. Contract employee policy, correspondence, contracts, and performance requirements.</p> <p>G. Temporary and summer hiring policy and correspondence to include names and assignments.</p> <p>H. Acting positions, appointments, pay, and policy.</p> <p>I. Reclassification and promotions (DHMH 1854), policy, and correspondence by Program, Project & CY.</p> <p>J. Salary, position, and classification studies and reviews.</p> <p>K. Delegation of Authority.</p>	<p>Retain for five (5) years then destroy. Directives and other <u>original</u> material relating to planning and policy that illustrate the development of the program, retain one copy permanently for eventual transfer to the State Archives.</p> <p>Retain for three (3) years, then destroy. Directives and other <u>original</u> material relating to planning and policy that illustrate the development of the program, retain one copy permanently for eventual transfer to the State Archives.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

4/12/85 *[Signature]* Admin Off.
Date Signature Title

12/1/85 *[Signature]*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO.

PAGE
NO. 2 of 3

Item No.	Description	Retention
2.	<u>Equipment Files</u> A. Master Inventory by Program and Project by FY. B. Typewriter/Calculator Inventory C. Equipment repairs and replacement by FY. D. State Use and vendor product descriptions and costs. E. Requisitions, DHMH 568 forms, and Invoices F. Hand-receipts by Program, Project, FY, and individual.	Retain for five (5) years, then destroy. Retain three (3) years, or until obsolete, then destroy. Retain two (2) years, then destroy. Retain one (1) year, then destroy.
3.	<u>Space/Movement/Maintenance Files</u> A. Building and office diagrams and space allocations. B. Unit moves, office redesigns, and partitioning. C. Repair and maintenance requests by CY. D. Telephone work orders and invoices. E. Telephone directory charts, number assignments, and changes.	Retain until obsolete, then destroy. Retain one (1) year, then destroy. Retain two (2) years, then destroy.
4.	<u>Vehicles/Parking Permit File</u> A. Vehicle maintenance reports and individual car care data. B. Parking Permit Rosters C. Parking Permit Applications D. Vehicle and Parking policy correspondence	Retain five (5) years, then destroy. Retain three (3) years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO.

PAGE
NO. 3 of 3

Item No.	Description	Retention
	E. Monthly mileage reports by CM and Fleet Operator Management Reports (DBFP-FM-OMS-1-77)	Retain two (2) years, then destroy.
	F. Daily dispatch data and trip reports	
	G. Vehicle Insurance and Accident Data	
5.	<u>Affirmative Action/Handicapped Files</u>	
	A. Affirmative Action Reports by Program and Division, by CY.	Retain five (5) years, then destroy. Directives and other original material relating to planning and policy that illustrate the development of the program, retain one copy permanently for eventual transfer to the State Archives.
	B. Affirmative Action employee screening and selection by CY (DHMH 1793 forms).	
	C. Affirmative Action plan, policy, and correspondence.	Retain three (3) years, then destroy. Directives and other original material relating to planning and policy that illustrate the development of the program, retain one copy permanently for eventual transfer to the State Archives.
	D. Sex harrassment, grievance policy and actions by CY.	
	E. Handicapped policy (504) and correspondence.	
	F. Affirmative Action training information, slides, and handouts.	
6.	<u>Miscellaneous Files</u>	
	A. Energy plan, training data, and correspondence.	Retain for five (5) years, or until obsolete, then destroy. Non-record material to be destroyed when obsolete.
	B. Forms control, inventory, and report data.	
	C. Personnel records, control reports, and data.	
	D. Special and general training policy and reports.	
	E. Records, storage data, forms, and reports.	
	F. Medical Care Programs' new personnel orientation briefing data, handouts, and correspondence.	Retain for three (3) years, or until obsolete, then destroy.
	G. Budget Development and briefing data for personnel, equipment, and vehicles.	Retain for two (2) years, or until obsolete, then destroy.